



STATE OF WASHINGTON  
**DEPARTMENT OF LABOR AND INDUSTRIES**

P.O. Box 44000 • Olympia, Washington 98504-4000

July 1, 2000

General Business Corporation  
P.O. Box 100  
Seattle, WA 90000

**Reporting Period:**  
**Oct. 1 through Dec. 31, 1999**

RE: UBI  
Account ID

**NEW LETTER**

Your quarterly report and premium is past due:

Send us your completed "Employers Quarterly Report for Industrial Insurance" form showing your employees' hours/units. Include a check for your premium, interest and penalties and mail to: P.O. Box 44835, Olympia, WA 98504-4835

When we need it:

Within 15 days of the above date, or your account may be referred to our collections department for further action.

If you had no payroll/employees:

Fill out the quarterly report by marking "None" in Column 5. Sign and mail to the address above, along with a \$10 late payment. If your business is closed, write the closing date on the form and mail it back.

If we do not hear from you, this will be your balance due:

Because we do not have your quarterly report, we have been required to estimate the amount you owe, based on your payroll history.

Previous balance:	\$ 0.00
Estimated premium	\$15.50
Penalty	\$10.00
Interest	\$ 1.12
Total due	\$26.62

To correct the above amount, send in your report of actual employee hours/units, along with a check for the premium, interest and penalties you calculate you owe us. Please call if you need help.

Name  
Title  
(360) 000-0000